

Senate Document SD 10-18  
(Supersedes SD 92-25)  
(Approved, 4/12/1993)  
(Approved, 4/11/2011)

TO: IPFW Senate

FROM: Faculty Affairs Committee

DATE: March 25, 2011

RE: Recommended revision of VPA College P&T Policies and Procedures  
(supersedes SD 92-25)

DISPOSITION: To the Presiding Officer for implementation

Whereas, the Faculty Affairs Committee of the College of Visual and Performing Arts has greatly revised their Promotion and Tenure Policies and Procedures document;

Be it resolved that SD 10-18 supersede the current document, SD 92-25 (amended by SD 97-21), as attached.

## **College of Visual and Performing Arts Promotion and Tenure Policies and Procedures**

### **PREAMBLE**

Fort Wayne Senate Document 88-13 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This document is submitted to the Senate pursuant to FWSD 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

The University criteria for tenure and promotion, as stated in SD 88-25, provide the framework for this decision process. Guidelines for all faculty members seeking promotion and/or tenure are found in SD 94-3. In all tenure and promotion cases, candidates must refer to the tenure and promotion criteria listed by their departmental governance document.

### **1.0 CRITERIA FOR TENURE**

Tenure at any rank is based upon a record of satisfactory teaching, research/creative endeavor, and service, including the faculty member's particular contributions to the mission of his or her academic unit, as well as expectations for what the faculty member will achieve in these areas in the future. The granting of tenure is a commitment by the University for the working lifetime of the faculty member that provides him or her the opportunity to continue teaching, studying and serving in an academic community.

The award of tenure at the end of the probationary period as an assistant professor is linked to promotion. This connection is appropriate and even natural. In many careers the duration of the probationary period and the time needed to build a record in teaching, research, and service meriting promotion to associate professor are equal, and the university can address the separate decisions simultaneously. SD 88-25 details the process when, in exceptional circumstances, these decisions may not be made at the same time.

### **2.0 CRITERIA FOR PROMOTION**

The general bases for promotion in the College of Visual and Performing Arts are teaching, research/creative endeavor and service. A faculty member is expected to achieve excellence in one area and competence in the other two as appropriate to rank proposed and in accordance with department, college, and campus guidelines. The area of excellence will be indicated in the nominee's statement.

#### **2.1 Teaching**

##### **2.1.1 Competence**

To be considered competent in teaching, all IPFW faculty are expected to be effective teachers of their discipline and to have demonstrated a significant commitment to teaching.

### **2.1.1 Excellence**

SD 88-25 states, “a candidate who excels in teaching is one who guides and inspires students and stimulates their intellectual interest and enthusiasm; one who displays a spirit of scholarly inquiry which leads him/her to develop and strengthen courses content in the light of developments in the field, as well as to improve methods of presenting material.”

A candidate preparing a case based on excellence in teaching will include multiple measures of effectiveness of teaching that document the individual’s contributions to teaching at the university and beyond. Written student evaluations must be included. Additional indicators of teaching excellence could include successful course and curriculum development, direction of independent studies or projects, collaborative efforts with students on research or creative projects, pre-course/post-course assessments, and indications of student achievement outside the classroom and after graduation. Pedagogical publications, lectures, workshops and other activities centered on the scholarship of teaching and learning also provide evidence of teaching excellence that extends beyond the local classroom to the state, regional or national level, as appropriate to the rank and according to departmental guidelines.

OAA Memorandum 03-2, “Example for Documenting and Evaluating Teaching,” offers additional suggestions to help departments establish appropriate standards for documenting and evaluating teaching. Departments of the College of Visual and Performing Arts should consider the unique qualities of teaching in their disciplines (studio classes, rehearsals, private lessons) and develop and utilize appropriate rubrics for different settings.

A faculty member basing a case on excellence in teaching will submit a portfolio of teaching materials for external review. The teaching portfolio may include course materials, descriptions of teaching methods, videos of teaching, statements of teaching philosophy and other materials deemed appropriate. Procedures and expectations for obtaining external letters of review are specified in section 3.3 of this document.

## **2.2 Research, Scholarship, and/or Creative Endeavor**

### **2.2.1 Competence**

The expectation is that all IPFW faculty are to be engaged in on-going programs of research, scholarship or creative endeavor that are presented to audiences at IPFW, to peers at other institutions, and to other audiences beyond the campus.

### **2.2.1 Excellence**

According to SD 88-25, “a candidate who excels in research is involved in scholarly or creative endeavor appropriate to the candidate's discipline. The results of the research should have been evaluated by authorities in the field.”

A case based on excellence in research or creative endeavor will document that work appropriate to the area of specialization has been carried out, submitted for external evaluation and deemed excellent as evidenced by commissions, exhibition, public performance, publication or other appropriate methods as outlined by departmental governance document. Evidence such as peer evaluation, published reviews of creative endeavor, acceptance rates of juried venues, or letters of invitation may be included. Expectations are for work off-campus at the state, regional, or national level appropriate to the rank and according to departmental guidelines.

OAA Memorandum 05-6, “Examples for Documenting and Evaluating Faculty Research, Scholarship, and Creative Endeavor,” offers additional suggestions to help departments establish

appropriate standards for documenting and evaluating creative products, performances and exhibits. Departments of the College of Visual and Performing Arts should consider the unique qualities of the fine arts and develop and utilize appropriate rubrics that parallel those used in other disciplines.

A faculty member basing a case on excellence in research or creative endeavor will submit representative creative work, published materials, audio or video recordings of performances, works of art, or other appropriate scholarly material for external review. Procedures and expectations for obtaining external letters of review addressing research/creative endeavor are specified in section 3.3 of this document.

## **2.3 Service**

### **2.3.1 Competence**

All faculty are expected to participate in opportunities for service such as the committee work of the department and college, and are encouraged to participate in professional organizations and to contribute their expertise on the local, state and national levels.

### **2.3.2 Excellence**

SD 88-25 states, “A candidate who excels in service contributes in one or more of the following areas: Institutional service, professional service to the community, or service to the profession. The evaluation of service should be supported by evidence drawn from various sources.”

A case based on excellence in service will document a record of significant contributions over time that are based on the faculty member’s recognized expertise. On the campus level, noteworthy work in university governance, administrative service to the department or college, service to students, or work in university-community partnerships may indicate excellence in service. Service to the profession may include leadership in national organizations, or serving as an editor, reviewer, adjudicator or competition juror.

OAA Memorandum 04-2, “Examples for Documenting and Evaluating Faculty Service,” provides guidance and examples for documenting and evaluating faculty service. Departments of the College of Visual and Performing Arts should consider which service opportunities are unique to the fine arts disciplines and develop appropriate standards for evaluating work in this area.

It is expected that multiple sources of evidence be utilized to document the importance of the faculty member’s role and the impact of the service. Third party evaluations, committee reports of outcomes, or records of presentations or publications may be part of this evidence.

## **2.4 Application of Criteria to Different Ranks**

When considered for promotion, the individual should be assessed in light of all three criteria above. Favorable action shall result when the individual has demonstrated, in one area of endeavor, a level of excellence appropriate to the proposed rank. Failure to promote may arise, however, from unsatisfactory performance in the other areas.

### **Promotion to Assistant Professor**

Promotion to Assistant Professor is based upon a strong academic record, and the individual should have completed a terminal degree. There should be clear indications that the individual possesses those qualities that will eventually assure promotion to the rank of Associate Professor.

### **Promotion from Assistant Professor to Associate Professor**

Promotion to Associate Professor is based upon actual performance and the potential for continued professional growth. Criteria are based upon department promotion documents and must reflect state and/or regional recognition.

### **Promotion from Associate Professor to Professor**

Promotion to Professor is awarded to individuals recognized by professional peers as authorities in their fields. It is expected that candidates will have made important and recognized contributions in at least one of the areas: teaching, research and service. Candidates will be recognized and respected in state, regional, or national educational and professional circles. Criteria are based upon department promotion documents and must reflect national recognition.

## **3.0 PROCEDURES**

### **3.1 Timetable**

Each faculty member must be considered for tenure no later than during the penultimate year of the contractual probationary period. In a case where extraordinary personal circumstances may have an adverse affect on the faculty member's academic performance, an exception to the normal policy may be considered. Senate Document 91-20 presents guidelines and procedures for extending the probationary period for justifiable cause.

### **3.2 Development and Presentation of the Case**

Each candidate must prepare a dossier for Promotion and/or Tenure in accordance with the Faculty Promotion and Tenure Dossier Format Guidelines, Office of Academic Affairs Memorandum 99-1, or subsequent revision.

Each case for promotion and tenure shall be forwarded to the Department Committee by the date stipulated by the Department. The Dean of the College of Visual and Performing Arts shall determine and publish the College level due dates each year, allowing sufficient time for the case to be considered in turn by the Department Committee, Department Chair, College Committee and Dean before the date it is due to the University Committee.

No further revisions or addenda to the case are allowed after it has been submitted to the College Committee, with the exception of minor spelling or grammar corrections or the addition of awards or notice of publications received after the case was submitted. Any changes made to the case on the recommendation of the Department Chair must be forwarded to the previous decision level. Both the Department Committee and the College Committee will conduct open ballots on each promotion case and each tenure case. The results of the vote and a letter detailing the recommendation will be appended to the case as it is forwarded to the next level. The administrator or committee chair at each level will inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons. At the time the case is sent forward to the next level, the administrator or committee chair will also send a copy of the recommendation and statements of reasons to the previous level(s).

The candidate has the opportunity to provide written response at all levels within the College which will be forwarded with the case. A case may be withdrawn when it is being considered by the Department or College, except for tenure cases in the penultimate year.

### **3.3 External Review Process**

Each promotion or tenure dossier will include a minimum of six independent external review letters evaluating the candidate's area of excellence.

By March of the calendar year in which the case will be presented, the candidate and department chair together develop a list of potential reviewers, with the majority of names coming from the chair. The rank of the evaluators should be that to which the candidate seeks promotion or higher, and their credentials should identify them as competent and respected in their field. Professionals from outside academia should also be recognized as experts in their respective fields. Co-authors, doctoral chairs, or friends of the candidate are not appropriate reviewers. The chair will contact each individual to determine willingness to serve as a reviewer.

Materials sent to external reviewers will include a copy of the candidate's CV; information about IPFW, including teaching load and research expectations; and department, college and campus promotion and tenure criteria. As described above, materials supporting a case based on excellence in teaching may include a teaching portfolio or other evidence of teaching excellence; a case based on research may include several key pieces of published research; one based on creative endeavor may include slides, recordings, compositions, or video.

Evaluators should be asked to review the candidate's work in accordance with the promotion and tenure criteria provided. They may also be asked to comment on the significance of the work, its contributions to the field, and the quality of the journals, performing venues or galleries that are referenced. Evaluators should not be asked if they would tenure or promote the candidate at their campus.

Review letters will be made available to the candidate so they can be summarized in the dossier. The reviewers should be aware of this understanding.

When preparing the case, the faculty member should include the evaluators' CVs, their relationship to the candidate, if any, a copy of the letter that was sent to them, and an account of the process used to obtain the reviews. All solicited letters will be included.

## **4.0 DECISION LEVELS**

### **4.1 Committee Composition and Procedures**

Nominations for promotion and/or tenure are considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first (departmental) level.

The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before College Committee.

No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.

The deliberations of committees at all levels shall be strictly confidential, and only the committee chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared.

### **4.2 Department Committee**

The composition and function of the department committee shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the College. The Senate shall have the right of review of this procedure. The department committee shall follow

procedures established by the faculty of the College or, in the absence of such procedures, by the Senate.

All full-time tenure-track members of the department should be consulted about each case for promotion and tenure. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires. If fewer than three persons are eligible to serve on the department committee, the department shall submit to the Chair the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Chair shall appoint enough faculty members to bring the committee membership to between three and five.

#### **4.3 College Committee**

The members of the College Committee shall be elected by the voting faculty of the College of Visual and Performing Arts according to procedures established by that faculty as articulated in VPA "Governance Document," 93-1, revised 4/02. The committee is comprised of five tenured associate or full professors representing all four departments. The College Faculty Affairs Committee will solicit at least five nominees and will submit these names to the faculty by mail ballot. The nominee from each department with the highest vote total will be declared elected. The nominee with the next highest vote total will be selected as the at-large member of the committee. The committee will elect a chair from the voting faculty members.

Members voting on a case should be at the same or higher rank to which a candidate aspires. In years in which a case for full professor is before the committee, each department will forward names of eligible committee members to the Dean, who will supplement the list with others from outside the College to constitute a committee of five members to consider that case.

Department chairs may not serve in the years when cases from their respective departments are being presented, except in such case as the eligible voting members in that department be too few, in which case the chair could serve at the specific request of the department.

#### **4.4 Campus Committee**

The College Faculty Affairs committee shall conduct a faculty election for three nominees to serve on the campus committee. The slate of candidates will be selected from among tenured faculty of the College. The names of three nominees will be forwarded to the chief administrative officer by the chair of the Faculty Affairs Committee.